


Department of Public Health
Weekly Time Log Worksheet

Agency: DPH
Pay Org: 0294

Download Date: 1/30/2012 9:08:23 AM
WeekEnd Date: 2/4/2012
Pay Period End Date: 2/11/2012
Accrual Calc Date: 1/28/2012

Mail Drop ID's: 2048

SIGNATURE: 

DATE: 2/2/12

SIGNATURE: _____

DATE: _____

EmplID Position# Jobcode BU Std Hrs	Sunday (1/29)	Monday (1/30)	Tuesday (1/31)	Wednesday (2/1)	Thursday (2/2)	Friday (2/3)	Saturday (2/4)	Leave Balances
This Timelog Report was downloaded from HRConnectsUs and represents data from HR/CMS Information Warehouse (CIW). In the case that information on this report conflicts with information in the CIW, the information contained in CIW will be considered the official record.								

EmplID Position# Jobcode BU Std Hrs	Sunday (1/29)	Monday (1/30)	Tuesday (1/31)	Wednesday (2/1)	Thursday (2/2)	Friday (2/3)	Saturday (2/4)	Leave Balances	
285766 - 0 00045979 (2048) E20Y13 09 Medina 37.50 Nicole REG SDF: Shift 1	0	7.5	7.5	7.5	7.5 <i>SIC</i> <i>0.0</i>	7.5	0	PER	22.500
								COM	0.000
								PLC	_____
								VAC	84.370
								SIC	22.750
118097 - 0 00047658 (2048) E24Y06 09 O'Brien 37.50 Elisabeth REG SDF: Shift 1	0	9	6.5	9	6.5	6.5	0	PER	22.500
								COM	3.000
								PLC	_____
								VAC	232.754
								SIC	389.186
139184 - 0 00039541 (2048) E07R02 06 Phillips 37.50 Gloria REG SDF: Shift 1	0	7.5 <i>CMT</i> <i>7.5</i>	7.5 <i>CMT</i> <i>7.5</i>	7.5 <i>CMT</i> <i>7.5</i>	7.5 <i>CMT</i> <i>7.5</i>	7.5 <i>CMT</i> <i>7.5</i>	0	PER	0.000
								COM	0.000
								PLC	_____
								VAC	1.250
								SIC	0.005
138624 - 0 00038977 (2048) E24Y06 09 Piro 37.50 Peter REG SDF: Shift 1	0	7.5 <i>VAC</i> <i>7.5</i>	7.5	7.5	7.5	7.5	0	PER	22.500
								COM	0.000
								PLC	_____
								VAC	159.750
								SIC	634.250
297673 - 0 00004965 (2048) E20Y13 09 Renczkowski 37.50 Daniel REG SDF: Shift 1	0	7.5	7.5 <i>VAC</i> <i>1.0</i>	7.5	7.5	7.5	0	PER	22.500
								COM	0.750
								PLC	_____
								VAC	32.750
								SIC	53.880
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128891 - 0 00029212 (2048) E09R01 06 Sprague 37.50 Shirley REG SDF: Shift 1	0	7.5	7.5	7.5	7.5	7.5	0	PER	37.500
								COM	0.000
								PLC	_____
								VAC	208.250
								SIC	840.245
106754 - 0 00006997 (2048) E20Y13 09 Tran 18.75 Mai REG SDF: Shift 1	0	6 <i>Per</i> <i>1.0</i>	0	6	6.75	0	0	PER	9.000
								COM	0.250
								PLC	_____
								VAC	138.416
								SIC	16.502
220854 - 0 00010739 (2048) E07R02 06 Zanolli 37.50 Janice REG SDF: Shift 1	0	7.5	7.5	7.5	7.5	7.5	0	PER	32.500
								COM	0.000
								PLC	_____
								VAC	85.424
								SIC	87.162
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William A. Hinton State Laboratory Institute

OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval prior to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Employee: Listed Below Employee #: Listed Below

Department: Drug Laboratory

Date(s) of overtime work: FEBRUARY 4, 2012

of hours requested: Listed Below

Why work cannot be completed during regular hours: Significant Backlog Receipts

Overtime is to be: ☒ paid at OT rate _____ added to comp time balance _____
(if OT rate, complete below)

OT Account: 8000-4693 (Project Safe Neighborhood)

Approval:

Supervisor: C. Galeman Date: 1/31/12

Department Head: Julie Namt Date: 1/31/12

Denial reason: _____

Name	Employee ID#	Overtime earned	Name	Employee ID #	Overtime earned
Peter Piro	138624	7.5 hrs			
Michelle Lawler	120457	7.5 hrs			
Daniel Penczkowski	297673	7.5 hrs			

Good Morning Fei,

Here are the time changes for last week;

Employee	ID #	Date	Change From	Change To
Kate Corbett	296644	2/2/12	REG 7.5	VAC 1.5
Michael Lawler	120459	2/4/12		OTS 2.5,OTP 5.0
Hevis Lleshi	311855	2/2/12 2/3/12	REG 7.5 REG 7.5	SIC 1.5 SIC 3.0
Peter Piro	138624	2/4/12		OTS 2.5,OTP 5.0
Daniel Renczkowski	297673	2/4/12		OTS 2.5,OTP 5.0

Thanks,
Della